



Administrative Support I

Details

Job ID : 467

Title : Administrative Support I

Job Code : 401

Salary : \$1,667.00 (Monthly)

Grade : 4

Tenured : YES

Job Departments

- Administrative Services - Accounting, Purchasing, Printshop, Reception
- Administrative Services - Auditing Services
- Court Services - Records and Statistics
- Drug Court
- Court Services - Education
- Technology Services
- Juvenile Services
- Office Of General Counsel
- Pretrial Services
- Court Services - Mediation
- Court Services - Clerk Services
- Court Services - Court Interpreting
- Court Services
- Administrative Services - Real Property
- Administrative Services

Purpose

RESPONSIBLE FOR ADMINISTRATIVE AND CLERICAL DUTIES SUPPORTING THE DEPARTMENT STAFF AND PROGRAMS, INCLUDING THE PREPARATION, REVIEW, AND MAINTENANCE OF DEPARTMENT RECORDS AND POLICIES.

Required Qualifications

Education : High School Graduate or GED

Education Substitute : None

Experience : 1 Year of Work Experience

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- EFFECTIVE COMMUNICATION SKILLS - WRITTEN AND ORAL
- SOME TRAVEL MAY BE REQUIRED
- MICROSOFT OFFICE

Job Preferred Knowledge

- CUSTOMER SERVICE EXPERIENCE

Job Duties

- MAY ANSWER DEPARTMENT PHONE CALLS
- MAY COORDINATE SCHEDULES AND/OR TRAVEL FOR STAFF AND/OR CONFERENCES/MEETINGS
- MAY PREPARE AND MAINTAIN A VARIETY OF DEPARTMENTAL DOCUMENTS AND RECORDS, INCLUDING DATABASES
- MAY MONITOR AND ORDER DEPARTMENT SUPPLIES AND/OR EQUIPMENT
- MAY MAINTAIN DEPARTMENT INVENTORY
- MAY ASSIST WITH INDIVIDUAL DEPARTMENT DUTIES SUCH AS SPECIAL PROJECTS, GRANTS, SITE VISITS, SITE AUDITS, COMPILATION OF JURY LISTS, TRACKING OF LEGISLATIVE BILLS AND OTHER INDIVIDUAL DEPARTMENT RELATED TASKS
- MAY PERFORM DEPARTMENT PERSONNEL FUNCTIONS



Administrative Support I

Job Duties

- MAY PRODUCE AND ASSESS REPORTS TO ASSIST IN STATEWIDE MANAGEMENT
- MAY HANDLE SPECIALIZED PROGRAM ELEMENTS IN THE ABSENCE OF MANAGERS
- OTHER DUTIES AS ASSIGNED



Administrative Support II

Details

Job ID : 470

Title : Administrative Support II

Job Code : 501

Salary : \$1,784.00 (Monthly)

Grade : 5

Tenured : YES

Job Departments

- Administrative Services - Accounting, Purchasing, Printshop, Reception
- Administrative Services - Auditing Services
- Court Services - Records and Statistics
- Drug Court
- Court Services - Education
- Technology Services
- Juvenile Services
- Office Of General Counsel
- Pretrial Services
- Court Services - Mediation
- Court Services - Clerk Services
- Court Services - Court Interpreting
- Administrative Services - Real Property
- Administrative Services

Purpose

RESPONSIBLE FOR ADMINISTRATIVE AND CLERICAL DUTIES SUPPORTING THE DEPARTMENT STAFF AND PROGRAMS, INCLUDING THE PREPARATION, REVIEW, AND MAINTENANCE OF DEPARTMENT RECORDS AND POLICIES.

Required Qualifications

Education : High School Graduate or GED

Education Substitute : None

Experience : 2 Years of Related Experience

Job Required Knowledge

- 2 YEARS OF RELATED EXPERIENCE MUST BE COURT EXPERIENCE

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- EFFECTIVE COMMUNICATION SKILLS - WRITTEN AND ORAL
- SOME TRAVEL MAY BE REQUIRED

Job Preferred Knowledge

- CUSTOMER SERVICE EXPERIENCE

Job Duties

- MAY ANSWER DEPARTMENT PHONE CALLS
- MAY COORDINATE SCHEDULES AND/OR TRAVEL FOR STAFF AND/OR CONFERENCES/MEETINGS
- MAY PREPARE AND MAINTAIN A VARIETY OF DEPARTMENTAL DOCUMENTS AND RECORDS, INCLUDING DATABASES
- MAY MONITOR AND ORDER DEPARTMENT SUPPLIES AND/OR EQUIPMENT
- MAY MAINTAIN DEPARTMENT INVENTORY
- MAY ASSIST WITH INDIVIDUAL DEPARTMENT DUTIES SUCH AS SPECIAL PROJECTS, GRANTS, SITE VISITS, SITE AUDITS, COMPILATION OF JURY LISTS, TRACKING OF LEGISLATIVE BILLS AND OTHER INDIVIDUAL DEPARTMENT RELATED TASKS



Administrative Support II

Job Duties

- MAY PERFORM DEPARTMENT PERSONNEL FUNCTIONS
- MAY PRODUCE AND ASSESS REPORTS TO ASSIST IN STATEWIDE MANAGEMENT
- MAY HANDLE SPECIALIZED PROGRAM ELEMENTS IN THE ABSENCE OF MANAGERS
- OTHER DUTIES AS ASSIGNED



Administrative Support III

Details

Job ID : 469

Title : Administrative Support III

Job Code : 601

Salary : \$1,909.00 (Monthly)

Grade : 6

Tenured : YES

Job Departments

- Administrative Services - Accounting, Purchasing, Printshop, Reception
- Administrative Services - Auditing Services
- Court Services - Records and Statistics
- Drug Court
- Court Services - Education
- Technology Services
- Juvenile Services
- Office Of General Counsel
- Pretrial Services
- Court Services - Mediation
- Court Services - Clerk Services
- Court Services - Court Interpreting
- Administrative Services - Real Property
- Administrative Services

Purpose

RESPONSIBLE FOR ADMINISTRATIVE AND CLERICAL DUTIES SUPPORTING THE DEPARTMENT STAFF AND PROGRAMS, INCLUDING THE PREPARATION, REVIEW, AND MAINTENANCE OF DEPARTMENT RECORDS AND POLICIES.

Required Qualifications

Education : High School Graduate or GED

Education Substitute : None

Experience : 3 Years of Related Experience

Job Required Knowledge

- 3 YEARS OF RELATED EXPERIENCE MUST BE COURT EXPERIENCE

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- EFFECTIVE COMMUNICATION SKILLS - WRITTEN AND ORAL
- SOME TRAVEL MAY BE REQUIRED
- MICROSOFT OFFICE

Job Preferred Knowledge

- CUSTOMER SERVICE EXPERIENCE

Job Duties

- MAY ANSWER DEPARTMENT PHONE CALLS
- MAY COORDINATE SCHEDULES AND/OR TRAVEL FOR STAFF AND/OR CONFERENCES/MEETINGS
- MAY PREPARE AND MAINTAIN A VARIETY OF DEPARTMENTAL DOCUMENTS AND RECORDS, INCLUDING DATABASES
- MAY MONITOR AND ORDER DEPARTMENT SUPPLIES AND/OR EQUIPMENT
- MAY MAINTAIN DEPARTMENT INVENTORY



Administrative Support III

Job Duties

- MAY ASSIST WITH INDIVIDUAL DEPARTMENT DUTIES SUCH AS SPECIAL PROJECTS, GRANTS, SITE VISITS, SITE AUDITS, COMPILATION OF JURY LISTS, TRACKING OF LEGISLATIVE BILLS AND OTHER INDIVIDUAL DEPARTMENT RELATED TASKS
- MAY PERFORM DEPARTMENT PERSONNEL FUNCTIONS
- MAY PRODUCE AND ASSESS REPORTS TO ASSIST IN STATEWIDE MANAGEMENT
- MAY HANDLE SPECIALIZED PROGRAM ELEMENTS IN THE ABSENCE OF MANAGERS
- OTHER DUTIES AS ASSIGNED



Case Specialist I - FDC

Details

Job ID : 484

Title : Case Specialist I - FDC

Job Code : 731

Salary : \$2,042.00 (Monthly)

Grade : 7

Tenured : YES

Job Departments

- Juvenile Services

Purpose

Responsible for aiding with assignment of individuals requiring assistance in a variety of areas, such as substance abuse treatment, educational, vocational, and life skills training, to community resources and treatment programs.

Required Qualifications

Education : 4 Year College Degree in Related Field

Education Substitute : Experience for Degree @ 1:1

Experience : None

Job Required Knowledge

- Knowledge of criminal justice system, mental health, and related community resources
- 4 year college degree must be in a human services field

Job Skills/Abilities

- Basic computer skills
- Good organizational skills
- Communication skills

Job Duties

- Conducts site visits with participants
- Provides treatment services guidance to clients on problems, such as unsatisfactory family relationships or drug addiction
- Refers clients to proper treatment program and coordinates their participation
- May provide crisis intervention services
- May assist in monitoring compliance with court orders
- May administer drug tests to participants in the field and office
- Compiles records and prepares reports on status of participant
- May appear in court with participant before a Judge to report on participant's progress
- May refer cases to necessary mediation services
- May assist victims in filing criminal complaints
- May assist in monitoring compliance with court orders
- Other duties as assigned



Case Specialist I - JDC

Details

Job ID : 389

Title : Case Specialist I - JDC

Job Code : 729

Salary : \$2,042.00 (Monthly)

Grade : 7

Tenured : YES

Job Departments

- Juvenile Services

Purpose

RESPONSIBLE FOR AIDING WITH ASSIGNMENT OF INDIVIDUALS REQUIRING ASSISTANCE IN A VARIETY OF AREAS, SUCH AS SUBSTANCE ABUSE TREATMENT, EDUCATIONAL, VOCATIONAL, AND LIFE SKILLS TRAINING, TO COMMUNITY RESOURCES AND TREATMENT PROGRAMS.

Required Qualifications

Education : 4 Year College Degree in Related Field

Education Substitute : Experience for Degree @ 1:1

Experience : None

Job Required Knowledge

- KNOWLEDGE OF CRIMINAL JUSTICE SYSTEM, MENTAL HEALTH, AND RELATED COMMUNITY RESOURCES.
- 4 YEAR COLLEGE DEGREE IN HUMAN SERVICES FIELD

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- GOOD ORGANIZATIONAL SKILLS
- COMMUNICATION SKILLS

Job Duties

- CONDUCTS SITE VISITS WITH PARTICIPANTS
- PROVIDES TREATMENT SERVICES GUIDANCE TO CLIENTS ON PROBLEMS, SUCH AS UNSATISFACTORY FAMILY RELATIONSHIPS OR DRUG ADDICTION
- REFERS CLIENTS TO PROPER TREATMENT PROGRAM AND COORDINATES THEIR PARTICIPATION
- MAY PROVIDE CRISIS INTERVENTION SERVICES
- MAY ASSIST IN MONITORING COMPLIANCE WITH COURT ORDERS
- MAY ADMINISTER DRUG TESTS TO PARTICIPANTS IN THE FIELD AND OFFICE
- COMPILES RECORDS AND PREPARES REPORTS ON STATUS OF PARTICIPANT
- MAY APPEAR IN COURT WITH PARTICIPANT BEFORE A JUDGE TO REPORT ON PARTICIPANTS' PROGRESS
- MAY PROVIDE TRAINING CONCERNING SPECIFIC TREATMENT RESOURCES
- MAY REFER CASES TO NECESSARY MEDIATION SERVICES
- MAY ASSIST VICTIMS IN FILING CRIMINAL COMPLAINTS
- OTHER DUTIES AS ASSIGNED



Case Specialist II - FDC

Details

Job ID : 485

Title : Case Specialist II - FDC

Job Code : 831

Salary : \$2,185.00 (Monthly)

Grade : 8

Tenured : YES

Job Departments

- Juvenile Services

Purpose

Responsible for aiding with assignment of individuals requiring assistance in a variety of areas, such as substance abuse treatment, educational, vocational, and life skills training, to community resources and treatment programs.

Required Qualifications

Education : 4 Year College Degree in Related Field

Education Substitute : None

Experience : 2 Years of Related Experience

Job Required Knowledge

- Knowledge of criminal justice system, mental health, and related community resources
- 4 year college degree must be in a human services field
- 2 years related experience must be as a Case Specialist I - FDC

Job Skills/Abilities

- Basic computer skills
- Good organization skills
- Communication skills

Job Duties

- Conducts site visits with participants
- Provides treatment services guidance to clients on problems, such as unsatisfactory family relationships or drug addiction
- Refers clients to proper treatment program and coordinates their participation
- May provide crisis intervention services
- May assist in monitoring compliance with courts orders
- May administer drug tests to participants in the field and office
- Compiles records and prepares reports on status of participant
- May appear in court with participant before a Judge to report on participant's progress
- May provide training concerning specific treatment resources
- May refer cases to necessary mediation services
- May assist victims in filing criminal complaints
- Other duties as assigned



Case Specialist II - JDC

Details

Job ID : 390

Title : Case Specialist II - JDC

Job Code : 829

Salary : \$2,185.00 (Monthly)

Grade : 8

Tenured : YES

Job Departments

- Juvenile Services

Purpose

RESPONSIBLE FOR AIDING WITH ASSIGNMENT OF INDIVIDUALS REQUIRING ASSISTANCE IN A VARIETY OF AREAS, SUCH AS SUBSTANCE ABUSE TREATMENT, EDUCATIONAL, VOCATIONAL, AND LIFE SKILLS TRAINING, TO COMMUNITY RESOURCES AND TREATMENT PROGRAMS.

Required Qualifications

Education : 4 Year College Degree in Related Field

Education Substitute : None

Experience : 2 Years of Related Experience

Job Required Knowledge

- KNOWLEDGE OF CRIMINAL JUSTICE SYSTEM, MENTAL HEALTH, AND RELATED COMMUNITY RESOURCES.
- 4 YEAR COLLEGE DEGREE MUST BE IN A HUMAN SERVICES FIELD
- 2 YEARS EXPERIENCE MUST BE AS A CASE SPECIALIST I - JDC

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- GOOD ORGANIZATIONAL SKILLS
- COMMUNICATION SKILLS

Job Duties

- CONDUCTS SITE VISITS WITH PARTICIPANTS
- PROVIDES TREATMENT SERVICES GUIDANCE TO CLIENTS ON PROBLEMS, SUCH AS UNSATISFACTORY FAMILY RELATIONSHIPS OR DRUG ADDICTION
- REFERS CLIENTS TO PROPER TREATMENT PROGRAM AND COORDINATES THEIR PARTICIPATION
- MAY PROVIDE CRISIS INTERVENTION SERVICES
- MAY ASSIST IN MONITORING COMPLIANCE WITH COURT ORDERS
- MAY ADMINISTER DRUG TESTS TO PARTICIPANTS IN THE FIELD AND OFFICE
- COMPILES RECORDS AND PREPARES REPORTS ON STATUS OF PARTICIPANT
- MAY APPEAR IN COURT WITH PARTICIPANT BEFORE A JUDGE TO REPORT ON PARTICIPANTS' PROGRESS
- MAY PROVIDE TRAINING CONCERNING SPECIFIC TREATMENT RESOURCES
- MAY REFER CASES TO NECESSARY MEDIATION SERVICES
- MAY ASSIST VICTIMS IN FILING CRIMINAL COMPLAINTS
- OTHER DUTIES AS ASSIGNED



Case Specialist III - FDC

Details

Job ID : 486

Title : Case Specialist III - FDC

Job Code : 932

Salary : \$2,366.00 (Monthly)

Grade : 9

Tenured : YES

Job Departments

- Juvenile Services

Purpose

Responsible for aiding with assignment of individuals requiring assistance in a variety of areas, such as substance abuse treatment, educational, vocational, and life skills training, to community resources and treatment programs.

Required Qualifications

Education : 4 Year College Degree in Related Field

Education Substitute : None

Experience : 4 Years of Related Experience

Job Required Knowledge

- Knowledge of criminal justice system, mental health, and related community resources
- 4 year college degree must be in a human services field
- 4 years related experience must be as a Case Specialist II - FDC

Job Skills/Abilities

- Basic computer skills
- Good organizational skills
- Communication skills

Job Duties

- Conducts site visits with participants
- Provides treatment services guidance to clients on problems, such as unsatisfactory family relationships or drug addiction
- Refers clients to proper treatment program and coordinates their participation
- May provide crisis intervention services
- May assist in monitoring compliance with court orders
- May administer drug tests to participants in the field and office
- Compiles records and prepares reports on status of participant
- May appear in court with participant before a Judge to report on participant's progress
- May provide training concerning specific treatment resources
- May refer cases to necessary mediation services
- May assist victims in filing criminal complaints
- Other duties as assigned



Case Specialist III - JDC

Details

Job ID : 391

Title : Case Specialist III - JDC

Job Code : 929

Salary : \$2,366.00 (Monthly)

Grade : 9

Tenured : YES

Job Departments

- Juvenile Services

Purpose

RESPONSIBLE FOR AIDING WITH ASSIGNMENT OF INDIVIDUALS REQUIRING ASSISTANCE IN A VARIETY OF AREAS, SUCH AS SUBSTANCE ABUSE TREATMENT, EDUCATIONAL, VOCATIONAL, AND LIFE SKILLS TRAINING, TO COMMUNITY RESOURCES AND TREATMENT PROGRAMS.

Required Qualifications

Education : 4 Year College Degree in Related Field

Education Substitute : None

Experience : 4 Years of Related Experience

Job Required Knowledge

- KNOWLEDGE OF CRIMINAL JUSTICE SYSTEM, MENTAL HEALTH, AND RELATED COMMUNITY RESOURCES.
- 4 YEAR COLLEGE DEGREE MUST BE IN A HUMAN SERVICES FIELD
- 4 YEARS EXPERIENCE MUST BE AS A CASE SPECIALIST II - JDC

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- GOOD ORGANIZATIONAL SKILLS
- COMMUNICATION SKILLS

Job Duties

- CONDUCTS SITE VISITS WITH PARTICIPANTS
- PROVIDES TREATMENT SERVICES GUIDANCE TO CLIENTS ON PROBLEMS, SUCH AS UNSATISFACTORY FAMILY RELATIONSHIPS OR DRUG ADDICTION
- REFERS CLIENTS TO PROPER TREATMENT PROGRAM AND COORDINATES THEIR PARTICIPATION'MAY PROVIDE CRISIS INTERVENTION SERVICES
- MAY ASSIST IN MONITORING COMPLIANCE WITH COURT ORDERS
- MAY ADMINISTER DRUG TESTS TO PARTICIPANTS IN THE FIELD AND OFFICE
- COMPILES RECORDS AND PREPARES REPORTS ON STATUS OF PARTICIPANT
- MAY APPEAR IN COURT WITH PARTICIPANT BEFORE A JUDGE TO REPORT ON PARTICIPANTS' PROGRESS
- MAY PROVIDE TRAINING CONCERNING SPECIFIC TREATMENT RESOURCES
- MAY REFER CASES TO NECESSARY MEDIATION SERVICES
- MAY ASSIST VICTIMS IN FILING CRIMINAL COMPLAINTS
- OTHER DUTIES AS ASSIGNED



CDW-Volunteers, Summer Workers, J.T.P.A.Workers, Interns

Details

Job ID : 514

Title : CDW-Volunteers, Summer Workers, J.T.P.A.Workers, Interns

Job Code : 999

Salary : \$0.00 (Monthly)

Grade : 0

Tenured : NO

Job Departments

- Juvenile Services

Purpose

To assist in the departments of Juvenile Services.

Required Qualifications

Education : High School Graduate or GED

Education Substitute : None

Experience : None

Job Required Knowledge

- Must submit form CDW 21 (14 days in advance of placement) Must obtain approval from General Manager
- Sign confidentiality agreement
- Must submit CDW-23 for Criminal Background Check
- Volunteers, summer workers, or students may not take complaints, make custody decisions, conduct formal conferences, conduct prior record checks, perform any on-call duties, or provide a "listening ear" service to the juvenile, parent or victim.

Job Skills/Abilities

- Basic Computer Skills
- Good Communication Skills written and oral

Job Preferred Knowledge

- Program knowledge

Job Duties

- Researching and developing additional resources
- Recruiting resource persons for diversion seminars and workshops
- Acting as co-leaders for CDW seminars and workshops
- Researching and developing diversion seminars
- Researching and developing community work sites
- Helping to develop better working relationships with local college and/or university staff
- Helping to update CDW office resource material and master list.



Child Education & Development Coordinator

Details		Job ID : 414
Title : Child Education & Development Coordinator	Job Code : 1031	
Salary : \$2,603.00 (Monthly)	Grade : 10	
Tenured : YES		
Job Departments		
<ul style="list-style-type: none">Juvenile Services		
Purpose		
RESPONSIBLE FOR PROVIDING SUBSTANCE ABUSE ASSESSMENT AND EDUCATION FOR CHILDREN IN FAMILY DRUG COURT		
Required Qualifications		
Education : 4 Year College Degree in Related Field		
Education Substitute : Experience for Degree @ 1:1		
Experience : None		
Job Required Knowledge		
<ul style="list-style-type: none">4 YEAR COLLEGE DEGREE MUST BE IN SOCIAL WORK, PSYCHOLOGY, OR OTHER SOCIAL SERVICES FIELD		
Job Skills/Abilities		
<ul style="list-style-type: none">COMPUTER SKILLSEXCELLENT WRITTEN AND ORAL COMMUNICATION SKILLSABILITY TO MAINTAIN PROFESSIONAL RELATIONSHIPS WITH CO-WORKERS, COURT OF JUSTICE OFFICIALS AND STAFF, AND THE PUBLIC		
Job Preferred Knowledge		
<ul style="list-style-type: none">SOCIAL WORK, PSYCHOLOGY OR OTHER SOCIAL SERVICES FIELD		
Job Duties		
<ul style="list-style-type: none">CONDUCT INDIVIDUAL SCREENING AND ASSESSMENT TO DETERMINE DEVELOPMENTAL NEEDS OF CHILDREN INVOLVED IN THE FAMILY DRUG COURTCONDUCT INDIVIDUAL AND GROUP EDUCATIONAL SESSIONS FOR CHILDREN ON ADDICTION AND RECOVERYPROVIDE AGE APPROPRIATE SERVICES TO CHILDREN REGARDING SUBSTANCE ABUSE PREVENTIONPROVIDE CONSULTATION TO FAMILY DRUG COURT TEAM ON POLICY ISSUES RELATED TO CHILD DEVELOPMENT, CHILD PROTECTION AND PERMANENCYPROVIDE TECHNICAL ASSISTANCE AND SERVE AS LIAISON BETWEEN FAMILY DRUG COURT STAFF, FAMILY DRUG COURT TEAM, CHILD PROTECTIVE SERVICES AND THE FAMILY DRUG COURT JUDGESERVE AS LIAISON BETWEEN TREATMENT PROVIDERS AND DRUG COURT TEAM AS THEIR SERVICES RELATE TO CHILDRENOTHER DUTIES AS ASSIGNED		



Clinical Supervisor - Family Drug Court

Details

Job ID : 507

Title : Clinical Supervisor - Family Drug Court

Job Code : 1307

Salary : \$3,338.00 (Monthly)

Grade : 13

Tenured : YES

Job Departments

- Juvenile Services

Purpose

RESPONSIBLE FOR EVALUATING AND ENFORCING TREATMENT REGULATIONS, POLICIES AND PROCEDURES OF THE FAMILY DRUG COURT PROGRAM. PROVIDE ONGOING MONITORING, SUPERVISION, CONSULTATION AND TRAINING TO ALL STAFF INVOLVED WITH TREATMENT AND CASE MANAGEMENT OF FAMILY DRUG COURT PARTICIPANTS. CONDUCT GROUP COUNSELING FOR THE FAMILY DRUG COURT PROGRAM.

Required Qualifications

Education : 4 Year College Degree in Related Field

Education Substitute : None

Experience : 2 Years of Related Experience

Job Required Knowledge

- KNOWLEDGE OF SUBSTANCE ABUSE TREATMENT AND RELATED COMMUNITY RESOURCES
- 4 YEAR COLLEGE DEGREE MUST BE IN COUNSELING, PSYCHOLOGY, SOCIAL WORK OR RELATED FIELD
- CADC, LCSW, LICENSED PSYCHOLOGIST, CERTIFIED PROFESSIONAL COUNSELOR, OR OTHER MEETING THE REQUIREMENTS OF 908KAR1:370(8) SECTION 8
- MUST HAVE COMPLETED 12 HOURS OF SPECIALIZED TRAINING IN CLINICAL SUPERVISION AND 12 HOURS OF SPECIALIZED CASE MANAGEMENT TRAINING
- 2 YEARS RELATED EXPERIENCE MUST INCLUDE 2 YEARS SUPERVISORY EXPERIENCE POST CADC CERTIFICATION

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- COMMUNICATION SKILLS
- MUST BE ABLE TO ORGANIZE AND PRIORITIZE TASKS AS REQUIRED
- ABILITY TO MAINTAIN UTMOST CONFIDENTIALITY OF INFORMATION RELATED TO THE COURSE OF EMPLOYMENT

Job Preferred Knowledge

- KNOWLEDGE OF THE CRIMINAL JUSTICE SYSTEM

Job Duties

- REVIEW REPORTS FROM TREATMENT STAFF TO ENSURE COMPLIANCE WITH POLICIES AND PROCEDURES
- PARTICIPATE IN COUNSELING AND TREATMENT OF PARTICIPANTS KEEPING UPDATED ON THE LATEST SUBSTANCE ABUSE RELATED LITERATURE, PRACTICES, AND INTERVENTIONS AND DISSEMINATING THE INFORMATION TO STAFF INVOLVED WITH THE TREATMENT AND CASE MANAGEMENT OF FAMILY DRUG COURT PARTICIPANTS
- PROVIDE QUALITY ASSURANCE WITHIN THE PROGRAM AND FOR FACILITIES TO WHICH PARTICIPANTS ARE REFERRED REVIEW, MAINTAIN, AND ENSURE THAT CASE FILES ARE ORGANIZED, CURRENT, AND MEET ALL REQUIREMENTS OF 908 KAR 1:370 LICENSING PROCEDURES AND STANDARDS FOR PERSONS AND AGENCIES OPERATING NON-MEDICAL AND NON-HOSPITAL BASED ALCOHOL AND OTHER DRUG ABUSE TREATMENT PROGRAMS
- ASSIST PROGRAM SUPERVISOR IN THE AREA OF COMMUNITY DEVELOPMENT BY CONSULTING WITH AND MAINTAINING
- COMMUNICATION AND EFFECTIVE WORKING RELATIONSHIPS WITH SERVICE PROVIDERS AND COMMUNITY AGENCIES
- OTHER DUTIES AS REQUIRED



Court Designated Worker I

Details

Job ID : 362

Title : Court Designated Worker I

Job Code : 704

Salary : \$2,042.00 (Monthly)

Grade : 7

Tenured : YES

Job Departments

- Juvenile Services

Purpose

PERFORMS SPECIALIZED INTAKE WORK ON JUVENILES WHO HAVE PUBLIC OR STATUS OFFENSE ACTIONS BROUGHT AGAINST THEM.

Required Qualifications

Education : 4 Year College Degree in Related Field

Education Substitute : Experience for Degree @ 1:1

Experience : None

Job Required Knowledge

- 4 YEAR COLLEGE DEGREE IN PSYCHOLOGY, FAMILY SERVICES, OR RELATED JUSTICE FIELD
- EXPERIENCE WITH A JUVENILE JUSTICE PROGRAM OR SOCIAL SERVICE AGENCY WILL SUBSTITUTE EDUCATION 1:1

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- COMMUNICATION SKILLS
- 1 YEAR EXPERIENCE WITH A JUVENILE PROGRAM OR SOCIAL SERVICE AGENCY

Job Duties

- RECEIVES PUBLIC AND STATUS OFFENSE COMPLAINTS AGAINST JUVENILES
- ARRANGES PLACEMENTS FOR JUVENILES TAKEN INTO CUSTODY BY LAW ENFORCEMENT OFFICERS
- CONDUCTS PRELIMINARY INQUIRY ON COMPLAINTS FILED AGAINST JUVENILES
- RECOMMENDS FORMAL PROCESSING OR INFORMAL DISPOSITION
- FORMULATES AND SUPERVISES DIVERSION AGREEMENTS
- MAINTAINS RECORDS
- KEEPS STATISTICAL INFORMATION
- OTHER DUTIES AS ASSIGNED



Court Designated Worker II

Details

Job ID : 363

Title : Court Designated Worker II

Job Code : 804

Salary : \$2,185.00 (Monthly)

Grade : 8

Tenured : YES

Job Departments

- Juvenile Services

Purpose

PERFORMS SPECIALIZED INTAKE WORK ON JUVENILES WHO HAVE PUBLIC OR STATUS OFFENSE ACTIONS BROUGHT AGAINST THEM.

Required Qualifications

Education : 4 Year College Degree in Related Field

Education Substitute : None

Experience : 2 Years of Related Experience

Job Required Knowledge

- 4 YEAR COLLEGE DEGREE MUST BE IN PSYCHOLOGY, FAMILY SERVICES, OR RELATED JUVENILE JUSTICE FIELD
- 2 YEARS RELATED EXPERIENCE MUST BE AS A COURT DESIGNATED WORKER I

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- COMMUNICATION SKILLS

Job Duties

- RECEIVES PUBLIC AND STATUS OFFENSE COMPLAINTS AGAINST JUVENILES
- ARRANGES PLACEMENTS FOR JUVENILES TAKEN INTO CUSTODY BY LAW ENFORCEMENT OFFICERS
- CONDUCTS PRELIMINARY INQUIRY ON COMPLAINTS FILED AGAINST JUVENILES
- RECOMMENDS FORMAL PROCESSING OR INFORMAL DISPOSITION
- FORMULATES AND SUPERVISES DIVERSION AGREEMENTS
- MAINTAINS RECORDS
- KEEPS STATISTICAL INFORMATION
- OTHER DUTIES AS ASSIGNED



Court Designated Worker III

Details

Job ID : 364

Title : Court Designated Worker III

Job Code : 904

Salary : \$2,366.00 (Monthly)

Grade : 9

Tenured : YES

Job Departments

- Juvenile Services

Purpose

PERFORMS SPECIALIZED INTAKE WORK ON JUVENILES WHO HAVE PUBLIC OR STATUS OFFENSE ACTIONS BROUGHT AGAINST THEM.

Required Qualifications

Education : 4 Year College Degree in Related Field

Education Substitute : None

Experience : 4 Years of Related Experience

Job Required Knowledge

- 4 YEAR COLLEGE DEGREE MUST BE IN PSYCHOLOGY, FAMILY SERVICES, OR RELATED JUVENILE JUSTICE FIELD
- 4 YEARS RELATED EXPERIENCE MUST BE AS A COURT DESIGNATED WORKER II

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- COMMUNICATION SKILLS

Job Duties

- RECEIVES PUBLIC AND STATUS OFFENSE COMPLAINTS AGAINST JUVENILES
- ARRANGES PLACEMENTS FOR JUVENILES TAKEN INTO CUSTODY BY LAW ENFORCEMENT OFFICERS
- CONDUCTS PRELIMINARY INQUIRY ON COMPLAINTS FILED AGAINST JUVENILES
- RECOMMENDS FORMAL PROCESSING OR INFORMAL DISPOSITION
- FORMULATES AND SUPERVISES DIVERSION AGREEMENTS
- MAINTAINS RECORDS
- KEEPS STATISTICAL INFORMATION
- OTHER DUTIES AS ASSIGNED



Dependent Children Services Field Coordinator

Details

Job ID : 368

Title : Dependent Children Services Field Coordinator

Job Code : 912

Salary : \$2,366.00 (Monthly)

Grade : 9

Tenured : YES

Job Departments

- Juvenile Services

Purpose

RESPONSIBLE FOR PROVIDING TRAINING, TECHNICAL ASSISTANCE AND SUPERVISION TO CFCRB VOLUNTEERS WHO HAVE BEEN APPOINTED TO LOCAL REVIEW BOARDS TO MONITOR EFFORTS MADE BY THE CABINET FOR HEALTH AND FAMILY SERVICES TOWARD PROVIDING PERMANENT HOMES FOR CHILDREN IN PLACEMENT.

Required Qualifications

Education : 4 Year College Degree

Education Substitute : Experience for Degree @ 1:1

Experience : 2 Years of Related Experience

Job Required Knowledge

- 2 YEARS OF RELATED EXPERIENCE MUST BE COURT RELATED OR CHILD PROTECTION SYSTEM EXPERIENCE

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- COMMUNICATION SKILLS
- ABILITY TO TRAVEL STATEWIDE

Job Duties

- OVERSEE ASSIGNED REGION
- COORDINATE MEETINGS
- PERFORM TRAINING OF CITIZEN FOSTER CARE REVIEW BOARD VOLUNTEERS
- LIAISON BETWEEN THE COURT SYSTEM AND SOCIAL SERVICES
- INTERESTED PARTY REVIEWS
- TRAVEL STATEWIDE
- OTHER DUTIES AS ASSIGNED



Family Drug Court Regional Supervisor

Details

Job ID : 474

Title : Family Drug Court Regional Supervisor

Job Code : 1141

Salary : \$2,863.00 (Monthly)

Grade : 11

Tenured : YES

Job Departments

- Juvenile Services

Purpose

Responsible for supervision of field staff, within an assigned region, in order to assure compliance with Court of Justice Policies.

Required Qualifications

Education : 4 Year College Degree

Education Substitute : Experience for Degree @ 1:1

Experience : 4 Years of Related Experience

Job Skills/Abilities

- Basic Computer Skills
- Travel Statewide
- Communication Skills

Job Preferred Knowledge

- CAD/C

Job Duties

- Site visits at least once a quarter
- Acts as liaison between Family Drug Court staff and Judge
- Assist in screening and interviewing Family Drug Court Personnel
- Supervises and evaluates work of Family Drug Court personnel
- Conducts on-the-job training
- Prepare field reports
- Other duties as assigned



Family Services Administrator

Details

Job ID : 533

Title : Family Services Administrator

Job Code : 6198

Salary : \$0.00 (Monthly)

Grade : 0

Tenured : NO

Job Departments

- Juvenile Services

Purpose

Responsible for providing consultation, training, and support to all staff involved with children and families within the court system. Responsible for performing duties related to the administration of all activities in the Court Improvement Project, Guardian ad Litem Program, and Model Court Initiative.

Required Qualifications

Education : None

Education Substitute : None

Experience : 3 Years of Work Experience

Job Duties

- Day to day supervision and administration of all activities relating to the division such as staff and programmatic activities
- Interpret departmental policies and procedures to departmental personnel
- Develop and implement division policies and procedures statewide
- Monitor, track and report on departmental funding sources
- Establish or adjust work procedures to meet the department's mission
- Produce reports and documents
- Serve on various committees and make contact with court officials, state agencies and field representative concerning the court system regarding children and families
- Travel statewide
- Other duties as assigned



Field Supervisor

Details

Job ID : 367

Title : Field Supervisor

Job Code : 1108

Salary : \$2,863.00 (Monthly)

Grade : 11

Tenured : YES

Job Departments

- Juvenile Services

Purpose

RESPONSIBLE FOR PERFORMING ADMINISTRATIVE DUTIES AS ASSIGNED BY THE GENERAL MANAGER AND/OR ASSISTANT GENERAL MANAGER RELATING TO THE MANAGEMENT OF COURT DESIGNATED WORKERS IN THE FIELD.

Required Qualifications

Education : 4 Year College Degree

Education Substitute : Experience for Degree @ 1:1

Experience : 4 Years of Related Experience

Job Required Knowledge

- 4 YEARS OF RELATED EXPERIENCE MUST BE IN JUVENILE SERVICES

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- COMMUNICATION SKILLS

Job Duties

- ASSIST IN SCREENING AND INTERVIEWING POTENTIAL CANDIDATES FOR CDW POSITIONS
- SUPERVISES AND EVALUATES WORK OF FIELD PERSONNEL
- CONDUCTS ON THE JOB PERSONNEL TRAINING
- MAY RECOMMEND TRAINING AND NEEDS ASSESSMENT
- MAY ACT AS A LIAISON BETWEEN CENTRAL STAFF AND LOCAL OFFICIALS
- PREPARES FIELD VISIT REPORTS
- MAY INVESTIGATE AND IMPLEMENT APPROPRIATE DISCIPLINARY ACTIONS CONCERNING PERSONNEL PROBLEMS
- MONITORS WORK LOAD AND RECOMMENDS STAFFING ADJUSTMENTS TO MANAGEMENT
- REVIEWS AND MONITORS TIMESHEET, TRAVEL VOUCHER, AND PROGRAM STATISTICS
- SUPERVISES DATA ENTRY OPERATORS
- OVERSIGHT OF SPECIFIC FEDERAL GRANTS
- RESPONSIBLE FOR ANNUAL REPORT INFORMATION
- DESIGN SPECIALIZED REPORTS
- TRAVEL STATEWIDE
- COORDINATES THE ORGANIZATION AND IMPLEMENTATION OF LRE PROGRAMS
- PREPARES FIELD VISITS/PROGRAM REPORTS
- ESTABLISH EDUCATION OUTREACH
- COLLECTS AND ORGANIZES DEPARTMENT STATISTICS FOR ANNUAL REPORT
- OTHER DUTIES AS ASSIGNED



GAL Training Development Specialist

Details		Job ID : 366
Title : GAL Training Development Specialist	Job Code : 818	
Salary : \$2,185.00 (Monthly)	Grade : 8	
Tenured : YES		
Job Departments		
<ul style="list-style-type: none">Juvenile Services		
Purpose		
RESPONSIBLE FOR GUARDIAN AD LITEM TRAINING AND EDUCATION PROGRAM.		
Required Qualifications		
Education : 4 Year College Degree		
Education Substitute : Experience for Degree @ 1:1		
Experience : 1 Year of Work Experience		
Job Skills/Abilities		
<ul style="list-style-type: none">BASIC COMPUTER SKILLSCOMMUNICATION SKILLS		
Job Duties		
<ul style="list-style-type: none">COORDINATES TRAININGSCOORDINATES SCHEDULESOTHER DUTIES AS ASSIGNED		



Law Related Education Coordinator

Details

Job ID : 365

Title : Law Related Education Coordinator

Job Code : 1109

Salary : \$2,863.00 (Monthly)

Grade : 11

Tenured : YES

Job Departments

- Juvenile Services

Purpose

RESPONSIBLE FOR THE ORGANIZATION AND IMPLEMENTATION OF A LAW RELATED EDUCATION PROGRAM.

Required Qualifications

Education : 4 Year College Degree

Education Substitute : Experience for Degree @ 1:1

Experience : 4 Years of Related Experience

Job Required Knowledge

- 4 YEARS OF EXPERIENCE MUST INCLUDE COURT EXPERIENCE OR TRAINING EXPERIENCE

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- COMMUNICATION SKILLS
- ABILITY TO TRAVEL STATEWIDE

Job Duties

- ORGANIZE AND IMPLEMENT LAW RELATED EDUCATION PROGRAMS SUCH AS TRUANCY DIVERSION AND OTHER DIVERSION PROGRAMS
- TRACK AND REPORT ON FUNDING SOURCES FOR DEPARTMENT
- MAY DEVELOP AND CONDUCT LRE TRAINING AND AWARENESS SESSIONS
- PROVIDES SUPPORT SERVICES AND TECHNICAL ASSISTANCE TO PROGRAM SITES
- MAY ORGANIZE AND PREPARE PROGRAM ACTIVITIES AND MATERIALS FOR PROGRAM IMPLEMENTATION, TRAINING SESSIONS, AND CONFERENCES
- ASSIST DEPARTMENT STAFF WITH PROJECTS, CONTINUING EDUCATION/TRAINING AND ASSIGNMENTS
- ASSISTS WITH PREPARING AND MAINTAINING PROGRAM ACTIVITIES THROUGH DATA COLLECTION AND WRITING REPORTS PROGRAM MATERIALS FOR PROGRAM IMPLEMENTATION, TRAINING SESSIONS, MEETINGS, AND CONFERENCES
- TRAVEL STATEWIDE
- OTHER DUTIES AS ASSIGNED



Program Coordinator

Details

Job ID : 369

Title : Program Coordinator

Job Code : 1107

Salary : \$2,863.00 (Monthly)

Grade : 11

Tenured : YES

Job Departments

- Juvenile Services

Purpose

RESPONSIBLE FOR THE ORGANIZATION AND IMPLEMENTATION OF VARIOUS JUVENILE SERVICES PROGRAMS.

Required Qualifications

Education : 4 Year College Degree

Education Substitute : Experience for Degree @ 1:1

Experience : 4 Years of Related Experience

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- COMMUNICATION SKILLS
- ABILITY TO TRAVEL STATEWIDE

Job Duties

- MAY ORGANIZE AND IMPLEMENT LAW RELATED EDUCATION PROGRAM
- TRACK FUNDING SOURCES FOR PROGRAM
- MAY DEVELOP AND CONDUCT LRE TRAINING AND AWARENESS SESSIONS
- PROVIDES SUPPORT SERVICES AND TECHNICAL ASSISTANCE TO PROGRAM SITES
- MAY ORGANIZES PROGRAM ACTIVITIES SUCH AS CONFERENCES
- MAY PREPARE PROGRAM MATERIALS FOR PROGRAM IMPLEMENTATION, TRAINING SESSIONS, AND CONFERENCES
- ASSIST DIVISION STAFF WITH PROJECTS, CONTINUING EDUCATION/TRAINING AND ASSIGNMENTS
- ASSIST WITH WRITING REPORTS, PREPARING AND MAINTAINING THE DIVISION'S POLICY MANUAL
- TRAVEL STATEWIDE
- OTHER DUTIES AS ASSIGNED



Program Supervisor - FDC

Details

Job ID : 483

Title : Program Supervisor - FDC

Job Code : 931

Salary : \$2,366.00 (Monthly)

Grade : 9

Tenured : YES

Job Departments

- Juvenile Services

Purpose

Responsible for providing supervision over local family drug court programs and ensuring participants are complying with program requirements

Required Qualifications

Education : 4 Year College Degree in Related Field

Education Substitute : Experience for Degree @ 1:1

Experience : 2 Years of Related Experience

Job Required Knowledge

- Knowledge of criminal justice system, the field of mental health, and related community resources
- 4 year college degree must be in a human services field
- 2 years of related experience must be with substance abuse issues

Job Skills/Abilities

- Must be able to deal with highly stressed people
- Basic computer skills
- Good organizational skills
- Communication skills

Job Duties

- Responsible for participant intake utilizing the addiction
- Severity index assessment and other information for preparing an individualized program plan for each participant to determine the appropriate counseling assignments and support services
- Works with community agencies to provide resources such as financial assistance, alternative housing, medical screening, educational and vocational rehabilitation, and substance abuse treatment providers
- Acts as a liaison to promote the drug court program in the local community
- Responsible for maintaining and reporting program data as required and supervisory responsibilities
- Other duties as assigned



Program Supervisor - JDC

Details

Job ID : 392

Title : Program Supervisor - JDC

Job Code : 930

Salary : \$2,366.00 (Monthly)

Grade : 9

Tenured : YES

Job Departments

- Juvenile Services

Purpose

RESPONSIBLE FOR PROVIDING SUPERVISION OVER LOCAL JUVENILE DRUG COURT PROGRAM AND ENSURING PARTICIPANTS ARE COMPLYING WITH PROGRAM REQUIREMENTS.

Required Qualifications

Education : 4 Year College Degree in Related Field

Education Substitute : Experience for Degree @ 1:1

Experience : 2 Years of Related Experience

Job Required Knowledge

- KNOWLEDGE OF CRIMINAL JUSTICE SYSTEM, THE FIELD OF MENTAL HEALTH, AND RELATED COMMUNITY RESOURCES.
- 4 YEAR COLLEGE DEGREE MUST BE IN A HUMAN SERVICES FIELD
- 2 YEARS OF RELATED EXPERIENCE MUST BE WITH SUBSTANCE ABUSE ISSUES

Job Skills/Abilities

- MUST BE ABLE TO DEAL WITH HIGHLY STRESSED PEOPLE
- BASIC COMPUTER SKILL
- GOOD ORGANIZATIONAL SKILLS
- COMMUNICATION SKILLS

Job Duties

- RESPONSIBLE FOR PARTICIPANT INTAKE UTILIZING THE ADDICTION
- SEVERITY INDEX ASSESSMENT AND OTHER INFORMATION AND FOR PREPARING AN INDIVIDUALIZED PROGRAM PLAN FOR EACH PARTICIPANT TO DETERMINE THE APPROPRIATE COUNSELING ASSIGNMENTS AND SUPPORT SERVICES
- WORKS WITH COMMUNITY AGENCIES TO PROVIDE RESOURCES SUCH AS FINANCIAL ASSISTANCE, ALTERNATIVE HOUSING, MEDICAL SCREENING, EDUCATIONAL AND VOCATIONAL REHABILITATION, AND SUBSTANCE ABUSE TREATMENT PROVIDERS
- ACTS AS LIAISON TO PROMOTE THE DRUG COURT PROGRAM IN THE LOCAL COMMUNITY
- ALSO RESPONSIBLE FOR MAINTAINING AND REPORTING PROGRAM DATA AS REQUIRED AND SUPERVISORY RESPONSIBILITIES
- OTHER DUTIES AS ASSIGNED



Regional Supervisor - JDC

Details

Job ID : 394

Title : Regional Supervisor - JDC

Job Code : 1130

Salary : \$2,863.00 (Monthly)

Grade : 11

Tenured : YES

Job Departments

- Juvenile Services

Purpose

RESPONSIBLE FOR SUPERVISION OF FIELD STAFF, WITHIN AN ASSIGNED REGION, IN ORDER TO ASSURE COMPLIANCE WITH COURT OF JUSTICE POLICIES.

Required Qualifications

Education : 4 Year College Degree

Education Substitute : Experience for Degree @ 1:1

Experience : 4 Years of Related Experience

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- TRAVEL STATEWIDE
- COMMUNICATION SKILLS

Job Preferred Knowledge

- CAD/C

Job Duties

- SITE VISITS AT LEAST ONCE A QUARTER
- ACTS AS LIAISON BETWEEN JUVENILE DRUG COURT STAFF AND JUDGE
- ASSIST IN SCREENING AND INTERVIEWING DRUG COURT PERSONNEL
- SUPERVISES AND EVALUATES WORK OF JUVENILE DRUG COURT PERSONNEL
- CONDUCTS ON-THE-JOB TRAINING
- PREPARE FIELD REPORTS
- OTHER DUTIES AS ASSIGNED



Treatment Coordinator - JDC

Details**Job ID : 393****Title :** Treatment Coordinator - JDC**Job Code :** 1030**Salary :** \$2,603.00 (Monthly)**Grade :** 10**Tenured :** YES

Job Departments

- Juvenile Services

Purpose

RESPONSIBLE FOR CONDUCTING DRUG COURT ELIGIBILITY ASSESSMENTS FOR MULTIPLE JUVENILE DRUG COURT PROGRAMS.

Required Qualifications**Education :** 4 Year College Degree in Related Field**Education Substitute :** Experience for Degree @ 1:1**Experience :** 3 Years of Related Experience

Job Required Knowledge

- KNOWLEDGE OF CRIMINAL JUSTICE SYSTEM, MENTAL HEALTH, AND RELATED COMMUNITY RESOURCES.
- 4 YEAR COLLEGE DEGREE MUST BE IN A HUMAN SERVICES FIELD

Job Skills/Abilities

- MUST BE ABLE TO DEAL WITH HIGHLY STRESSED PEOPLE
- BASIC COMPUTER SKILLS
- GOOD ORGANIZATIONAL SKILLS
- COMMUNICATION SKILLS

Job Preferred Knowledge

- MASTERS OF SOCIAL WORK
- CADC

Job Duties

- RESPONSIBLE FOR PARTICIPANT INTAKE UTILIZING THE ADDICTION SEVERITY INDEX ASSESSMENT
- WILL CONDUCT INDIVIDUAL, FAMILY AND GROUP EDUCATIONAL SESSIONS IN VARIOUS SETTINGS INCLUDING THE DETENTION CENTER
- MAY BE REQUIRED TO CONDUCT OBSERVED URINE TESTS
- MAY WORK WITH COMMUNITY AGENCIES TO PROVIDE RESOURCES TO DRUG COURT CLIENTS
- RESPONSIBLE FOR MAINTAINING AND REPORTING PROGRAM DATA
- OTHER DUTIES AS ASSIGNED



Unit Supervisor

Details

Job ID : 370

Title : Unit Supervisor

Job Code : 1207

Salary : \$3,149.00 (Monthly)

Grade : 12

Tenured : YES

Job Departments

- Juvenile Services

Purpose

RESPONSIBLE FOR PERFORMING ADMINISTRATIVE DUTIES RELATED TO THE MANAGEMENT OF ALL ACTIVITIES IN THE STATEWIDE COURT DESIGNATED WORKER PROGRAM, THE LAW RELATED EDUCATION PROGRAM AND THE JUVENILE DRUG COURT PROGRAM.

Required Qualifications

Education : 4 Year College Degree

Education Substitute : Experience for Degree @ 1:1

Experience : 5 Years of Related Experience

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- COMMUNICATION SKILLS

Job Duties

- DAY TO DAY SUPERVISION AND ADMINISTRATION OF ALL ACTIVITIES RELATING TO THE MANAGEMENT OF THE DIVISION
- INTERPRET DEPARTMENTAL POLICIES AND PROCEDURES TO DEPARTMENTAL PERSONNEL
- DEVELOP AND IMPLEMENT DIVISION POLICIES AND PROCEDURES STATEWIDE
- ESTABLISH OR ADJUST WORK PROCEDURES TO MEET THE DIVISION'S MISSION
- PRODUCES DIVISION REPORTS AND DOCUMENTS
- SERVES ON VARIOUS COMMITTEES AND MAKES CONTACT WITH COURT OFFICIALS, STATE AGENCIES AND FIELD REPRESENTATIVE CONCERNING DIVISION ACTIVITIES
- OTHER DUTIES AS ASSIGNED